

**VILLAGE OF COLD SPRING**  
**Code Update Committee**

**Minutes**

**Meeting of October 30, 2014**  
**At Village Hall – 85 Main Street**

**Present:** Mike Armstrong, Carolyn Bachan, Marie Early, Jack Goldstein, Donald MacDonald, Barney Molloy

**Absent:** Terry Lahey, Tom Monroe

**Also in attendance:** Stephanie Hawkins, Village Board liaison to the Zoning Committee

The meeting started at approximately 7:16 pm.

The absence of the two members was explained. Members of the committee introduced themselves, stated where they lived and explained why they wanted to be on the committee.

Stephanie Hawkins addressed the committee. She described the purpose of the committee is to take up the work called for in the NYSERDA grant which is to move the LWRP forward; the scope of work is to amend the Village Code to the extent that the DOS has said will be sufficient to implement the LWRP. Hawkins stated the original agreement with NYSERDA had already been modified at the request of the Village, and that NYSERDA has been amenable to waiving or modifying some of the requirements now stated in the SOW. The agreement provides \$75,000 in funds and requires \$25,000 in matching funds from the Village but the money is not conditioned upon adoption of the LWRP, but rather upon following the process and examining the issues identified in the agreement. She pointed out NYSERDA is aware that the HDRB is currently working on the HDRB chapter and that NYSERDA is interested in the documentation and processes followed by the HDRB. She also said that changes to the list of issues in the SOW would be permitted as long as the rationale for the changes is documented.

Hawkins answered questions from the committee about the NYSERDA grant and its status with the VBOT. She pointed out that NYSERDA has been apprised that the committee is having its first meeting tonight and that it (the committee) may be providing feedback to the VBOT about the NYSERDA SOW. NYSERDA will provide an alternate date for the mandatory webinar to accommodate the committee. Hawkins will provide Exhibit F for posting on the website. She addressed the question of “street trees” and “signage” as examples of ongoing work within the Village government and how NYSERDA would agree to altering those two (and other) topics from the list in the SOW, as long as the topics are documented as to why they are being handled separately. However, they must be included in the final report to NYSERDA. She will follow up with NYSERDA to determine if volunteer hours on these types of topics (street

trees, etc.) can be counted in the matching funds. Hawkins will follow up with members of the committee to determine the valuation rates for each of the committee members.

The HDRB has a CLG grant from SHPO to update the design standards as well as Chapter 64. Hawkins said that this has been discussed with the attorney. The HDRB will work independently and consider the amendments it will want to adopt. Hawkins asked that the HDRB look at Task 3 (form-based standards, traditional neighborhood district development standards, adaptive reuse standards and historic district law design standards) and determine if the first two should be worked on by the HDRB or moved into the list in 2.2. Whatever the HDRB decides, the outcome of the HDRB work would be sent to the Code Update Committee for inclusion in the final public input session and final public hearing. How is it envisioned that the Code Update Committee will work with the HDRB? Hawkins said that is something that the two groups would work out. She also said that some of the definitions in the CFA were specifically not included in the NYSERDA document by agreement with NYSERDA. Hawkins also said that the committee needs to document the rationale behind adopting or rejecting any Green Building Standards. She also said that the committee must request public input on all the topics in the 2.2 list. However, Hawkins also asked for identification of any items on the list that should be removed – with the rationale for why it should be removed – and to have that information prior to the next meeting. Hawkins also said the committee needs to decide the relationship it wants to have with the consultant. She further said that the Village has identified the consultant, Barton & Loguidice, and the attorney, Wormser, Kiely, Galef & Jacobs LLP. She said that any topics that are added to the list in 2.2 would qualify under the NYSERDA grant. She has had communications with Jaime Ethier on the DOS requirements for the LWRP and received agreement from him that the NYSERDA SOW is sufficient; she is waiting for written confirmation from him.

The committee then discussed the proposed meeting schedule. The committee agreed to meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month at 7pm, as needed, at the Village Office.

The committee agreed that the name of the group would be “Code Update Committee” since the group would be working on topics in other areas of the Village Code as well as the Zoning section. This name should be incorporated into all contracts and agreements.

It was pointed out that the Village does not have a local law permitting alternate members on board.

The committee agreed that a resolution would be drafted for VBOT approval, describing the Code Update Committee – its composition, term of office, officers, meeting schedule and location, etc. It was agreed that the term of office would be 18 months starting Nov. 1, 2014.

Stephanie will confirm with NYSERDA that the funds can be used to pay for secretarial services.

The Village Treasurer will be asked to set up a budget line for the Code Update Committee.

Time sheets completed and submitted to the Treasurer in a timely fashion will be required for all committee members. Mike Armstrong will circulate a draft timesheet. Hawkins will confirm with NYSERDA when the time accounting will begin.

Jack Goldstein was nominated unanimously as Chair. Marie Early was nominated unanimously as Vice-Chair. Mike Armstrong was nominated unanimously as Treasurer.

It was agreed that Skype was not a practical alternative for members who cannot be present for a meeting.

Members were asked to review the SOW, Exhibits E, F and Article V, and the B&L proposal prior to the next meeting. Members are asked to send their comments on the SOW to Jack by Nov. 7, copying all members of the committee. They will be discussed at the Nov. 13 meeting.

The committee made a recommendation that the contract with B&L not be signed by the Village until after the committee has had a chance to review and comment to the Village on the B&L proposal.

Hawkins said that NYSERDA has indicated flexibility in modifying the overall schedule.

Mike Liguori should be used as counsel at present.

The committee adjourned at approximately 9:15pm.

Respectfully submitted,  
Marie Early